



**APPROVED 4-20-2022**

**MINUTES**

**BOARD OF COMMISSIONERS  
REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM  
WEDNESDAY, MARCH 16, 2022, 6:00 P.M.**

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbnk9ub2RFd25Rd3Y2UWpCWmpldz09>

*Any comments or written testimony, if allowed, may be submitted to [mbradley@potb.org](mailto:mbradley@potb.org) up to 3:00 pm on the afternoon of the meeting*

1. Call to Order @ 6:02 p.m.

Recognition of Persons Present: Commissioners Kevin Stoecker; Bill Baertlein; Matt Mumford and Sierra Lauder; Jack Mulder absent.

Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch; Chance Steffey and Margaret Amick

On Zoom - Samantha Goodwin, Tillamook County Broadband Coordinator  
@ 6:50 p.m. Melissa Busch, Candidate for Oregon Senate, 16<sup>th</sup> District

Public Comment for Items Not on the Agenda - None

2. Office Administrator Report – Pami Boomer

- a. Financials for February 2022 are still on track with all departments looking good. Pami reported that Grant receivables for reimbursements in March totaled \$958,000 and will be reflected in the financials next month.
- b. Budget update – Pami updated the projects spreadsheet to include the plane on a stick replacement; the road approach at Brickyard Road; some exterior light replacements/upgrades at the Warehouse Business Park; and a fuller scope of the water line upgrade. She is still working on the narrative and will email it to the board next week. She has been working on the next budget and meeting with the supervisors for their input. There are 2 or 3 openings on the budget committee and 1 application so far. She requested the commissioners to try to find additional applicants. If there are an equal or lesser number of applicants than openings, staff will appoint the members before the next board meeting on April 20. The Budget Committee Meeting is on Wednesday, April 27 @ 4:30 p.m.

3. Air Museum Director Rita Welch reported Spring Break is from 3/14/22 - 4/3/22 and the museum hours will be 10:00 a.m. to 4:00 p.m. every day during those weeks. During the Easter holiday on April 10 the museum will offer free admission and host a scavenger hunt from 10:00 a.m. – 3:00 p.m. The work on the B-52 is ongoing and they are expecting to have it primed this spring with a tentative opening of the exhibit on Veterans Day in November.

The welding class at TBCC is making progress on the metalwork blimp that is replacing the jet on the stick at Highway 101 and Long Prairie. It should be finished in April so there was a suggestion to put it in the June Dairy Parade. Rita also plans to display the blimp in the museum and hold a free admission community day so people can see it up close and answer questions before it is swapped out with the jet sometime this summer. Should TAM hold a Name the Blimp contest?

FOTAM submitted the paperwork to restore their nonprofit status which can take up to six months. They have gained new members and seem to be more motivated. Sierra asked whether the grant for the ventilation project on Hangar B was complete yet. Rita says they have had studies done, are currently waiting for the completion of a study on the box beams, and that there is about \$55,000 remaining of the original TLT funding. They just reapplied for the next round of TLT facilities funding for \$75,000 with a \$25,000 match toward mobilization, specifically, getting the materials and people up to where they are needed. She has quotes from elevator lift companies that run right around \$100,000. Michele told the board she has renewed her \$2,000,000 request to the county for American Rescue Plan Act (ARPA) funds for Hangar B. Rita told about an offer for \$10,000 from the State Historic Preservation Office (SHPO) that may go toward the roofing project, so she is waiting for the paperwork to submit for the funds. She is in frequent contact with SHPO and they know about her work with Hangar B, so they thought of her when surplus funds were available.

4. Discussion and Consideration of continued contract with HBH Engineering for updated scope of work for the POTB Wastewater Lagoon NPDES Permit requirements. Chance Steffey, District Engineer explained that DEQ sets a timeline for the phases of the project work; the design plans are due to DEQ by the end of April, the funding for the project by November, and the project by the following year. The original contract with HBH is for only providing the preliminary engineering report and the biosolids plan. Chance said it will be more economical to increase the scope of work to include all the phases and adding the designing of the outfall structure. Michele said that DEQ didn't address the outfall work within this permit but it will in the next. Chance is confident HBH will be able to complete the work on time once the contract is completed. Michele said the Port Planning and Marketing funding through Business Oregon will largely pay for the engineering but the Port will have to get a loan, probably from the state's Public Works Fund, for the actual construction. **Kevin moved to approve the continued contract with HBH Engineering for updated scope of work for the POTB Wastewater Lagoon**

**NPDES Permit requirements. Bill seconded, and the motion passed 4-0; Jack absent.**

5. Discussion, Consideration, and Accepting of ODA COAR Grant Agreement COAR-2022-TMK-00055 for \$150,000 for the Airport Business Park, Phase I Expansion and Development, and authorization for GM to sign grant documents and all associated administrative paperwork. The grant is 100% funded and will help pay for the permitting for the expansion project. **Bill moved to Accept ODA COAR Grant Agreement COAR-2022-TMK-00055 for \$150,000 for the Airport Business Park, Phase I Expansion and Development, and authorize GM to sign grant documents and all associated administrative paperwork. Kevin seconded and the motion passed 4-0; Jack absent.**
  
6. Discussion and Consideration of Accepting Grant #521887 from Oregon Business Development Department's Port Planning and Marketing Fund for the POTB Groundwater Study for \$50,000 and Authorization for General Manager to sign all subsequent administrative paperwork. **Bill moved to Accept Grant #521887 from Oregon Business Development Department's Port Planning and Marketing Fund for the POTB Groundwater Study for \$50,000 and Authorize General Manager to sign all subsequent administrative paperwork. Matt seconded and the motion passed 4-0; Jack absent.**
  
7. Discussion and Consideration of MOU with Tillamook County and ODF (?) for storage of RV/Vehicles for mandatory waiting period. MOU isn't necessary – the lease will be with the county who will contract with ODF for the storage.
  
8. Discussion and Clarification of Port of Tillamook Bay's position on Tillamook Lightwave. Commissioner Baertlein drafted a white paper of the Port's position and asked for comments and recommendations from the board. The board discussed that the Port isn't interested in TLW becoming a broadband provider; that TLW lacks the staff and funds required for administration; and the board is concerned about how any financial obligations required will affect the Port's ability to borrow funds for Port improvements. The general viewpoint of the board is TLW has met its original purpose and mission to bring broadband to Tillamook County and the County Commissioners need to set up a new Special District with a director or consultant with industry expertise, and a paid administrator to oversee the process and keep everything on track. It was suggested that TLW consult with SDAO for help with setting up the Special District. Bill said that the assets need to be calculated prior to the transfer to the new district and a method set up to repay the members as the enterprise grows. Michele will create a second draft of the white paper from the suggestions and provide it to the board. Bill said he has been very highly impressed with Samantha Goodwin's work as the county broadband coordinator.
  
9. Consent Agenda
  - a. Minutes for 02/16/2022, Regular Meeting

- b. Lease Order #22-04 City of Rockaway Beach; MP 838.9; Welcome Sign Encroachment; annual
- c. Lease Order #22-05 Tillamook County; .25 acres undeveloped land; short term storage of abandoned vehicles; annual

**Kevin moved to approve the Consent Agenda as presented; Bill seconded and the motion passed 4-0; Jack Mulder absent.**

- 10. Manager's Written Report and Discussion - Michele Bradley
  - a. Summary of written report – Michele reported on: the Port will receive the \$500,000 in Congressionally Directed Spending funds for the AWOS within the month; Twins Ranch Railriders is working on the permit with Bay City and a lease with POTB to put a storage container in Bay City for storage of their pedal cars, the lease with Oregon Coast Railriders is still in effect until the litigation with Oregon Coast Scenic Railroad is resolved; the information requested by DEQ on the two landfills has been submitted; the logo for the Blimp Base Disc Golf Course; the Pacific Northwest Seismic Network instrumentation has been installed outside of the Officers Mess Hall; a press release spotlighting tenant Left Lane Customs; information from PUD on potential energy savings and rebates from installing LED fixtures; letter from City of Tillamook regarding working with the regional water districts to study the water rate issues raised by them; meeting by PUD about the Tillamook/Oceanside transmission line and the POTB right of way, update rate sheet?; updated POTB's participation in the FEMA Multi-Jurisdiction Hazard Mitigation Plan, public meetings/legal review of the IGA; letter of support of the Tillamook Beekeepers Association in applying for a TPUD Community Support Grant; updated map of the revised road approach on Brickyard Rd.; construction started on 3/7/22 on the waterline extension/upgrade project and it is progressing well; current cost of aviation fuel.
  - b. Michele will send out a Doodle poll to narrow down date options for a workshop on Hangar B.
- 11. Board member updates/comments/concerns
  - a. Tillamook Lightwave – see Item #8
  - b. FOTAM – see Item #3
  - c. STIA (no meeting)
  - d. NWACT
  - e. Col-Pac
  - f. **Discussion:** Sierra asked whether a commissioner should or shouldn't identify themselves as a POTB board commissioner when giving their personal political endorsement. Most of the commissioners had no objections as long as the member wasn't presenting it as an endorsement by the board as a whole.
- 12. Recessed Regular Meeting and entered Executive Session per ORS 192.660 ORS 192660 (2) (e) for Real Property Transactions @ 8:17 p.m., exited Executive Session and reconvened Regular Meeting @ 8:54 p.m.

13. Communications

- a. 2022 Calendar (FYI)
- b. April Regular Meeting: Wednesday, April 20, 2022, 6:00 pm (check calendar)
- d. May Regular Meeting: Wednesday, May 18, 2022, 6:00 pm
- e. Closed for Memorial Day, Monday, May 30, 2022
- f. June Regular Meeting: Wednesday, June 15, 2022
- g. Closed for Juneteenth Holiday, Monday, June 20, 2022

14. Adjournment @ 8:55 p.m.